Course Syllabus: Health Services Administration Foundations
HSAD 5013

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Course Overview:

An overview of the U.S. health care system that explores a wide variety of topics including the ACA, U.S. demographics, the U.S. health care (non) system, the importance of DRG and ICD-10 coding. During this overview the course also focuses on the honing skills needed by students to be successful in the field as well as those needed to be successful academically.

Course Objectives:

Upon completion of this course, students will be able to:

- Describe the major federal, state and local health care institutions that impact on health care delivery in the U.S.
- Understand the dynamic tensions that may exist between federal, state and local health care governments.
- Describe the contemporary environment within which health care delivery takes place in the U.S.
- Identify some of the basic problems in the distribution and financing of health services in the U.S.
- Embark on an understanding of the role of an administrator in health care.
- Demonstrate competence in critical writing skills and analysis.
- Summarize basic research methods using correct grammar and the APA format.

Textbook:

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.)*.* American Psychological Association. [ISBN**:** 9781433832161] **Required**

Introduction to Health Service Administration. (2018). Elsevier. [ISBN: 9780323462235] **Required**

Communication with the Instructor:
Communication will be through the student's Midwestern State University email account. An email account is created for every MSU student. If you have not accessed this account yet, please do so by logging into the Portal and clicking the student email account icon located in the Portal. You have the option to have any messages sent here to be forwarded to the email account of your choice.

The instructor will respond or at least acknowledge email messages from students within a maximum of five (5) business days when MSU is in session. Beyond standard university holidays and breaks, the instructor will notify students of any extended periods of time when email contact is not practical (professional meetings, etc.).

*When emailing the instructor, please include your full name, course, and section number, and a thorough explanation in your message. This will help expedite your request or needs.

Class Meeting Date and Time:
Online

Methodology/Teaching Strategies:
Independent reading assignments, discussion boards, and writing assignments.

Evaluation Method:
- Discussion Boards   40%
- Writing Assignments   40%
- Final Paper   20%

Grading Scale:

Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	59 or less

Important Dates
Last Day to drop with a grade of "W:" July 23, 2025. Refer
to: [Drops, Withdrawals & Void](#)

In an emergency or extenuating circumstance, a student may request a grade of "Incomplete" in a course before grades are submitted. If the instructor grants the "Incomplete," the student has until thirty (30) days after the beginning of the next long semester to complete the course requirements. If the student does not complete the course requirements within the deadline, the grade of "Incomplete" will automatically convert into a grade of "F."

Activities and Assignments:
See the Course Schedule in this syllabus, as well as the course calendar in D2L, for specific information about activities and due dates.

If students have technical difficulties, they should use the "Help" link on D2L, contact the MSU Information Systems Support Staff, and send an email to the professor explaining what happened. Waiting until the last minute to ask for help or reporting incidents AFTER a due date or an exam expires may result in a grade of zero, even if it was a failure of D2L.

- All work submitted to the instructor will be considered complete and final, and will be graded as such.
- All assignments must be written at the graduate level and will be graded for accuracy, completeness, quality, spelling, grammar, and integrity.
- Because of the nature of the assignments, late submissions will not be accepted. *It is the expectation of the faculty that you complete work on time.*
- Rubrics are available for all written assignments and can (and should) be viewed by the students prior to submitting any work.

Discussion Boards:

In the required discussion boards, there are three topics provided: Each student is required to post **one** meaningful response to the question, as well as **two** responses to other students for **each topic**. Due dates are found in the course schedule. This is an

open discussion; but you must keep in mind proper discussion board etiquette. It is also the students' responsibility to facilitate discussion within their own post if classmates have questions or comments. If students wait until the deadline to complete original posts, or fail to facilitate discussion, it is not fair to peers and defeats the purpose of the discussion. Failing to adhere to these policies will result in a loss of credit for the discussion board assignment. Discussion boards are worth 40% of your total grade. Failure to complete discussion boards can negatively affect your grade.

Written Assignments:
Writing assignments in this course will be expected to follow 7th ed. APA formatting, with attention to proper grammar, and spelling. See the individual rubric and assignment specifics in D2L. Writing assignments are worth 40% of your total grade, please review the rubric for every assignment to ensure you are meeting the expectations. The final paper is worth 20% of your overall grade. Therefore, it important that students review all feedback on previous writing assignment throughout the course to prevent "repeat errors".

Disability Support Services:
Midwestern State University is committed to providing equal access for qualified students with disabilities to all university courses and programs, and by law all students with disabilities are guaranteed a learning environment that provides reasonable accommodation of their disability. This guarantee is provided through Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. The ADA reads: "No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subject to discrimination by any such entity." The Director of Disability Support Services serves as the ADA Coordinator and may be contacted at (940) 397.4140, TDD (940) 397.4515, or 3410 Taft Blvd., Clark Student Center 168.

College Policies
Campus Carry Rules/Policies
Refer to: [Campus Carry Rules and Policies](#)

Smoking/Tobacco Policy
Refer to: [Smoking and Tobacco Policy](#)

Alcohol and Drug Policy
Refer to: [Alcohol and Drug Policy](#)

Conduct/Honesty/Honor System:
This course adheres to the MSU Code of Conduct. Academic dishonesty, however small, creates a breach in academic integrity. A student's participation in this course comes with the expectation that his/her work will be completed in full observance of the

MSU Code of Student Conduct. A student should consult the Student Handbook for answers to any questions about the code.

Students are encouraged to take full advantage of many resources available including Internet sites, handouts, other textbooks & journals, faculty, and peers. This interactive collegial learning environment is conducive to life-long learning.

The components of this course are designed to represent the efforts of each student individually and are NOT to be shared. Submitting someone else's work as your own or improperly cited work constitutes plagiarism. Please see the Midwestern State University Catalog for further discussion of plagiarism. Plagiarism will constitute in an F for the course and the student will be referred to administration for further action. When students submit their efforts for grading, they are attesting they abided by this rule.

Cheating includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or completing other assignments; or (3) the acquisition of tests or other academic materials belonging to the university faculty or staff without permission.

Plagiarism includes, but is not limited to: the use of, by paraphrase or direct quotation without correct citation in the text and on the reference list, the published or unpublished works of another person. Students may not submit papers and assignments that they have previously submitted for this or other courses. The use of materials generated by agencies engaged in "selling" term papers is also plagiarism. Students are encouraged to review the tutorials and suggested websites for more information about plagiarism.

We recognize that there are a variety of AI programs available to assist writers. AI programs are not a replacement for human creativity, originality, and critical thinking. Writing is a craft that you must develop over time to develop your own individual voice as a writer. All written assignments will be reviewed using check tools such as Turnitin. Any student work that is flagged as more than 20% AI will be treated as plagiarism.

By enrolling in this course, the student expressly grants MSU a limited right in all intellectual property created by the student for the purpose of this course. The limited right shall include but shall not be limited to the right to reproduce the students work product in order to verify originality and authenticity, and for educational purposes.

Course Units:

Syllabus & Course Resources
Students should begin the course by viewing the Syllabus, Cautionary Notes, and How to Check and Use Feedback in this Course, followed by completing the required Introductions discussion board. **Note: Replies are NOT required for this discussion.**

Also in this unit you will find PowerPoint presentations covering various course topics. It is HIGHLY recommended that students review all of these documents as they progress through the course.

Unit 1 – Introduction to Health Services Administration

Within this Unit, students will find the weekly assignments associated with this unit. The primary focus of this unit is to review the duties associated with role of a health services administrator, the roles and requirements of the different healthcare providers within the U.S. healthcare system, and the laws or legislation that govern how care is provided.

Reading assignments will refer to required materials derived from the textbook and/or any other provided materials. It is the student's responsibility to read the required information. The reading assignments for this module are Chapters 1-3 of the *Introduction to Health Services Administration* textbook.

In the Unit 1 Writing Assignment, the student will find the details of the associated writing assignment. Writing assignments in this course will be expected to follow 7th ed. APA formatting, with attention to proper grammar, and spelling. See the individual rubric and assignment specifics in D2L. Upload the completed writing assignment to the dropbox by the assignment due date. Due dates are available in the course calendar.

Finally, there is also a discussion board that must be completed. Remember, each student is required to post **one** meaningful response to the question, as well as **two** responses to other students for **each topic**. This is an open discussion, but you must keep in mind proper discussion board etiquette. Original posts are due Wednesday of each week, with replies due by Sunday.

Unit 2 – Administrative Management

Within this unit, students will find the weekly assignments associated with this unit. The primary focus of this unit is to review management practices, to include: workflow, coding, documentation, technology, basic finances, and quality.

Reading assignments will refer to required materials derived from the textbook and/or any other provided materials. It is the student's responsibility to read the required information. The reading assignments for this module are Chapters 4-10 of the Introduction to Health Services Administration textbook.

In the Unit 2 Writing Assignment, the student will find the details of the associated writing assignment. Writing assignments in this course will be expected to follow 7th ed. APA formatting, with attention to proper grammar, and spelling. See the individual rubric and assignment specifics in D2L. Upload the completed writing assignment to the dropbox by the assignment due date. Due dates are available in the course calendar.

Finally, there is also a discussion board that must be completed. Remember, each student is required to post **one** meaningful response to the question, as well as **two** responses to other students for **each topic**. This is an open discussion, but you must keep in mind proper discussion board etiquette. Original posts are due Wednesday of each week, with replies due by Sunday.

Unit 3 – Ethical and Legal Concerns

Within this unit, students will find the weekly assignments associated with this unit. The primary focus of this unit is to review ethical and legal concerns in the healthcare realm, to include: medical law, liability, fraud, HIPAA, and compliance.

Reading assignments will refer to required materials derived from the textbook and/or any other provided materials. It is the student's responsibility to read the required information. The reading assignments for this module are Chapters 11-13 of the Introduction to Health Services Administration textbook.

In the Unit 3 Writing Assignment, the student will find the details of the associated writing assignment. Writing assignments in this course will be expected to follow 7th ed. APA formatting, with attention to proper grammar, and spelling. See the individual rubric and assignment specifics in D2L. Upload the completed writing assignment to the dropbox by the assignment due date. Due dates are available in the course calendar.

Finally, there is a discussion board that must be completed. Remember, each student is required to post **one** meaningful response to the question, as well as **two** responses to other students for **each topic**. This is an open discussion, but you must keep in mind proper discussion board etiquette. Original posts are due Wednesday of each week, with replies due by Sunday.

Unit 4 – Organizational Management

Within this unit, students will find the weekly assignments associated with this unit. The primary focus of this unit is to review leadership practices, hiring processes, and conflict management.

Reading assignments will refer to required materials derived from the textbook and/or any other provided materials. It is the student's responsibility to read the required information. The reading assignments for this module are Chapters 16-17 of the Introduction to Health Services Administration textbook.

In the Unit 4 Writing Assignment, the student will find the details of the associated writing assignment. Writing assignments in this course will be expected to follow 7th ed. APA formatting, with attention to proper grammar, and spelling. See the individual rubric and assignment specifics in D2L. Upload the completed writing assignment to the dropbox by the assignment due date. Due dates are available in the course calendar.

Finally, there is a discussion board that must be completed. Remember, each student is required to post **one** meaningful response to the question, as well as **two** responses to other students for **each topic**. This is an open discussion, but you must keep in mind proper discussion board etiquette. Original posts are due Wednesday of each week, with replies due by Sunday.
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Unit 5 - Final Paper

Students should begin by reading the instructions for the final paper. This assignment should be very straight forward. Students should review all feedback provided by the instructor on writing assignments completed throughout this course. The final paper should have substantial effort to improve any area previously addressed. Assignment rubric and specifics can be found in D2L. Upload the final document to the dropbox by the assignment due date. Due dates are available in the course calendar.

Tentative Course Schedule

Date	Activity *All assignments are due by 11:59pm CST on the indicated due date*
Monday, June 2	Classes begin

Date	Activity *All assignments are due by 11:59pm CST on the indicated due date*
Wednesday, June 4	Introduction Discussion Board
Sunday, June 8	Unit 1 Discussion – Initial Post Due
Wednesday, June 11	Unit 1 Discussion – All Replies Due
Sunday, June 15	Unit 1 Written Assignment Due
Wednesday, June 18	Unit 2 Discussion - Initial Post Due
Sunday, June 22	Unit 2 Discussion - All Replies Due
Sunday, June 29	Unit 2 Written Assignment Due
June 30- July 6	July 4th Break- No Assignments
Wednesday, July 9	Unit 3 Discussion - Initial Post Due
Sunday, July 13	Unit 3 Discussion - All Replies Due

Date	Activity *All assignments are due by 11:59pm CST on the indicated due date*
Sunday, July 13	Unit 3 Written Assignment Due
Wednesday, July 16	Unit 4 Discussion -Initial Post Due
Sunday, July 20	Unit 4 Discussion - All Replies Due
Sunday, July 20	Unit 5- Final Paper Draft Due
Sunday, August 3	Unit 5-Final Paper Due